

Quick Reference Guide | King County Dependency CASA report templates

You'll want this **Quick Reference Guide** handy when creating new reports, until familiar with the various 2015 report templates. Some initial questions may be answered in the **Frequently Asked Questions**.

tip # info element	user input tips, guidelines, response options for individual info elements
Initial section	Most information for this section is found in the previous court order setting this hearing or in the filing party's Note for Motion Hearing
[2] Report/hearing type	Select from dropdown list of hearing and report choices
[3] More-hearing type	*Optional* field; use if hearing type needs expanding (i.e., Review hearing "for mother only")
[4] Date, time	Enter scheduled date and time for hearing)
[5] Courthouse Courtroom no.	Select from dropdown list of court location choices Then enter the specific courtroom number
Child section	Most information for this section is found in the 72-hour or subsequent Shelter Care orders, Order of Dependency or last Review order
[10] Child's basic case information: →look right for specific elements	<ul style="list-style-type: none"> Name, age, legal case number Parents' names and status regarding the establishment of dependency Native American specifics, see [10a] Paternity status, see [10b] Placement information of the child: who's care the child is placed in (see [10c]) and other conditions (see [10d]) <p>May also be found in DSHS discovery leading up to potential Dependency Fact Finding (trial).</p>
[10a] If child is Native American	If the court finds that the child is Native American and that ICWA applies, contact your CASA Supervisor if you are unfamiliar with local or federal ICWA laws, and/or if a termination petition has been filed and the recognized tribe opposes termination.
[10b] Paternity	<p>Paternity choices and definitions are:</p> <p>Established: Established by court order, official birth certificate or filed affidavit of paternity, DSHS currently terms "adjudicated".</p> <p>Unclear: Suspected but not legally established. Applies if single or multiple paternal names are provided/ suspected but not legally established, despite the child and father looking similar.</p> <p>Unknown: No possible paternal names have been provided or identified.</p> <p>Other: For "other" situations such as a deceased father.</p>
[10c] Placement	For privacy sake, no non-relative names please. Response options are: Mother Both parents Foster care Group home Father Relative care Suitable adult care Other: <i>with explanation provided</i>
[10d] Other placement conditions	*Optional field*: Use if there are court-ordered conditions (i.e., limited to mother's residential treatment location, supervision required for parent/child contact by caregiver, etc.)
[11] Parents' dependency status (see [22])	Response options are: Was established on [with date established] (i.e., date of dependency order) Has not been established as of [your report date] .
[12] Date of TPR	Date of termination of the parental rights, found in the Termination court order
Compliance with dispositional plan, Child's status and Parents' status sections	
[20] Current services	Current court-ordered services, found in the Order of Dependency or last Review order. See [22] .
[21] Parties' compliance with ordered services	<p>Compliance information typically comes from DSHS discovery and case file updates, the CASA's own research and the parents' attorneys. To consider:</p> <ul style="list-style-type: none"> Have DSHS and the other parties followed court orders regarding the child's placement and services? Has DSHS provided the necessary referrals and resources toward the parties' court ordered services and visitation? <i>If concerns, contact your CASA Supervisor promptly.</i> Have the parents followed court orders in participating in their ordered services and visitation? <p>*Compliance choices are: <i>yes mostly partial mostly not no</i></p>
[22] Incarcerated parent	<p>If a parent is incarcerated, the law now requires that the Dependency plan include:</p> <ol style="list-style-type: none"> How the parent will participate in case and permanency planning meetings, and Include treatment available at the confinement facility, and Provide for visitation opportunities unless not in the child's best interests.

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[23] If child is 12 or older	<p>Immediately after the child turns 12 (or the Dependency Petition is filed for a child 12 or older), the CASA is required to:</p> <ol style="list-style-type: none"> 1. Notify the child of right to their own attorney, and 2. Ask the child if they want their own attorney, and 3. For the next Review hearing, attach a completed SUPPLEMENTAL COURT REPORT to your regular CASA report (found on the report templates web page). <p>Repeat these steps prior to all court hearings and continue until the child is assigned an attorney, discharge of the CASA or dismissal of the Dependency case.</p>
[24] If child legally free for 6 months	When a child has been legally free for 6 months, law requires that the child be assigned an attorney.
[26] Child's status (applies to Shelter Care reports only)	<p>If the Dependency case remains in "shelter care" status 6 months after the Dependency Petition was filed (i.e., dependency not yet established), then:</p> <ol style="list-style-type: none"> 1. Replace the "InsertChildStatusHere" line with the table found in the CASA Review Report template/ Child's status section, using copy/paste. 2. And delete the "Child's expressed wishes row below (because it's in the copied/pasted table).
[27] Expressed wishes	<p>The CASA is required to ask the child about their wishes regarding matters before the court – affecting the child's placement, services or familial relationships -- and give the court a reporting of the inquiry.</p> <p><i>This should be done in a manner appropriate for, and sensitive to, the child's age and developmental status.</i> Contact your CASA Supervisor for age-appropriate guidelines on making this inquiry.</p>
[28] Parents' status	Potential areas to consider including are: the parent's current lifestyle, their level of contact with you, their efforts toward visitation and stabilizing/improving their life (i.e., treatment programs, housing, parenting classes). Anything else you want the court to know?
Recommendations sections	
[30] Overall compliance	<p>What do you recommend as each parent's overall compliance level based on the parent's individual compliance with court-ordered services during the review period?</p> <p><i>*Compliance choices are: yes mostly partial mostly not no</i></p>
[31] Overall progress	<p>What do you recommend as each parent's overall progress level on addressing court-found deficiencies, on being a suitable parent for the child, during the review period?</p> <p><i>*Progress choice are: yes mostly partial mostly not no</i></p>
[32] Establish dependency?	<p>Yes means you recommend that the legal case remains open; the child becomes a "dependent" of the state, remains in DSHS care/supervision and a dispositional plan is ordered which includes services for the parents and sometimes the child too.</p> <p>No means you recommend dismissal of the legal case, return of the child home, and the end of DSHS and court involvement.</p> <p>If "no" is your recommendation, contact your CASA Supervisor promptly.</p>
[33] Terminate parental rights?	<p>Yes means you support terminating parental rights, resulting in the child becoming "legally free"</p> <p>No means you recommend dismissal of the termination legal case; the Dependency case remains.</p>
Other sections	
[50] Records reviewed, date last received discovery/updates	Enter records you reviewed during review period (i.e., discovery provided by AAG, DSHS case file updates, medical reports, assessments, treatment records, visit reports, school records, IEP, CASA file, or "not applicable"). <i>If problems getting timely DSHS case file updates, contact your CASA Supervisor.</i>
[51] People contacted	Enter the peoples' names and their relationship to the child that you contacted during research of the matter before the court (i.e., daycare/school staff, treatment providers, visitation provider, relatives.) For privacy sake, be cautious when using last names. <i>Use your favorite MS Word method to add more people to the table.</i>
[60] Trial (fact finding) dates	<p>Scheduled trial date is when the trial enters the court scheduling "queue", awaiting specific assignment to a judge, and time in the queue varies for a variety of reasons (backlog, court and parties' availability, etc.).</p> <p>Brokerage date is when the trial is assigned a courtroom and provided a "start" date.</p> <p>Actual date may differ for the same variety of reasons.</p>